

Career and Technical Education

WORKPLACE READINESS CAREER READINESS

Workplace/Career Readiness is an instruction-based course designed to teach the employability skills needed to succeed in a high-performance work organization, as defined by the SCANS commission. Its focus is to teach students transferable skills necessary to succeed in the ever changing workplace through teamwork, problem-solving, communication, self-management, and career readiness. Students will enhance basic soft skills, workplace skills, interpersonal skills, communication skills, and leadership skills while becoming career-ready.

Course

Workplace Readiness is a one-semester course offered in grades 11-12. Career Readiness is a two semester course offered in grades 11-12. It focuses on career development, interpersonal skills, problem solving, teamwork, communications skills, the use of technology, and self-management.

Workplace/Career Readiness is a course that teaches the skills and attributes needed to succeed in the changing workplace through video, computer, printed lessons and self-paced Internet-based applied learning.

Teacher Qualifications for Workplace/Career Readiness (412 Career Preparation Endorsement)

Education – The Workplace/Career Readiness instructor shall maintain a valid 7-12 teaching license and complete the mentorship training program prior to teaching Workplace/Career Readiness a second year:

Endorsement – The Workplace/Career Readiness instructor shall:

- Complete a mentorship training program designed and approved by ACE under an approved model trainer during the first semester of teaching Workplace /Career Readiness.
- Attend the Career Guidance New Teacher Endorsement Workshop provided by ACE.

Course Content

The course content shall reflect the Workplace/Career Readiness framework approved by ACE. The KeyTrain curriculum shall be used to prepare students for the ACT WorkKeys assessments allowing them to earn the Arkansas Career Readiness Certificate (CRC) signed by the governor of Arkansas. An Arkansas CRC is a portable credential based upon the ACT WorkKeys® assessments that demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs. Earning a CRC will allow an individual to show prospective employers that he or she possesses the basic skills they are looking for.

- Basic skills in applied reading, writing, mathematics, listening, observation, speaking, and locating information.
- Interpersonal skills in self-management, creative thinking, critical thinking, decision-making and problem solving.
- Workplace skills in business etiquette, communication, work habits, work effectiveness, leadership, and business writing
- Employability skills in job search and job application
- Career portfolio development

Eligibility of Student

Students in Workplace/Career Readiness shall be in grades 11-12.

Course Credit

One-half unit credit for a semester course should be given Workplace Readiness students. One unit credit should be given Career Readiness students.

BUSINESS/INDUSTRY INVOLVEMENT

To have a successful Workplace/Career Readiness program it is essential that local business and industry play an integral part in the class as resource speakers and field trips. Job shadowing is also highly recommended.